



# VETERINARY MEDICAL BOARD

## VETERINARY PREMISES INFORMATION



### ◆ PREMISES PERMIT FEES

CATEGORY	FEE
Initial Registration/Relocation of Existing Facility	\$100.00
Renewal Fee <i>Premises renew on May 15 – every year</i>	\$100.00
Delinquent Fee <i>Applies to premises permit expired for 30 days or more</i>	\$25.00
Change of Address for Mobile/Ambulatory/House call Practice	\$10.00
Change of Facility Name and/or Managing Licensee	\$10.00
Type of Business Change	No charge unless new permit requested.

The initial registration fee for a veterinary premises is \$100.00. This fee must be included with your application for a permit. There is also an annual veterinary premise renewal fee of \$100.00 that is due on May 15. Premises permits renew annually. Personal veterinary licenses are renewed biennially.

Normal processing time for a premise application is two to three weeks. This time may be longer if the application is missing information or the correct fee. The permit must be posted in the premise, in place where consumers and inspectors can view it. Not posting the permit is a violation of the Veterinary Medicine Practice Act, Business and Professions Code, section 4850.

#### **Note:**

Premises permit fees are not pro-rated. If a facility is open on or before March 31, it will still be subject to renewal on May 15.

### ◆ PREMISES APPLICATION INFORMATION

New premises permit requests and changes to existing premises must be completed on a premises application form. No changes can be processed on a renewal form or on any another form.

The premises application must be complete before the Board can begin processing the application. Please complete each box or indicate not applicable (N/A) if the question does not pertain to your request.

Any questions on the premises application should be directed to the Board office at 916-263-2610.

## ◆ APPLICATION INSTRUCTIONS

### Date Facility to Open/Effective Date of Change

Include the date the facility has/is scheduled to open and/or the date the requested changes will occur.

### Name of Business/Phone/Fax Number

The name of the premises must be listed. Only this name can be used for advertising purposes. You must include a facility phone number for daytime and evening time, if applicable. This number will not be released to the public, but may be used by the Board for application processing or for inspection purposes.

### Physical Address

The physical address of the facility must be listed. If the practice is mobile, house call, or ambulatory, the address where the vehicle resides or where any drugs and/or records are stored must be listed. If the physical address is in a rural area where a post office box is required, the post office box should be listed IN ADDITION to the physical address.

### Managing Licensee Information

The managing licensee is the person who is responsible for all actions taken with the premises. The managing licensee must be a California licensed veterinarian with a current and active license. Please include the California veterinary license number and the managing licensee's residence address. This information will not be public, unless it is the address of record for the managing licensee's personal veterinary license.

### Type of Practice

Indicate the type of practice for the premises. Mobile practices must disclose the Vehicle Identification Number (VIN).

### Type of Business

All premises must disclose the business type. The application cannot be processed without this information. Business types include:

1. Sole Owner
2. Partnership – List the names of all partners, percentage interest in business, title, and veterinary license number, if applicable. Also include the tax identification number.
3. Corporation – Provide the exact name of the corporation, the date incorporated, and in which state. Also include the name(s), title(s), and license number(s), if applicable. THE ARTICLES OF INCORPORATION MUST BE INCLUDED TO PROCESS THE APPLICATION. Failure to submit the Articles of Incorporation will result in the application being returned as incomplete.

### Number of Employees

Please list the number of employees that work within the facility. Include all staff, regardless of the number of hours worked.

### Disclosure Question

Pursuant to Business and Professions Code Section 4846.4, this disclosure question is required for new premises and renewal of a premises permit.

## ◆ BUSINESS AND PROFESSIONS CODE, RELATING TO VETERINARY PREMISES

### **Section 4850**

Every person holding a license under this chapter shall conspicuously display a copy of the license in his or her principal place of business.

### **Section 4853**

(a) All premises where veterinary medicine, veterinary dentistry, veterinary surgery, and the various branches thereof is being practiced shall be registered with the board. The certificate of registration shall be on a form prescribed in accordance with Section 164.

(b) "Premises" for the purpose of this chapter shall include a building, kennel, mobile unit, or vehicle. Mobile units and vehicles shall be exempted from independent registration with the board when they are operated from a building or facility which is the licensee manager's principal place of business and the building is registered with the board, and the registration identifies and declares the use of the mobile unit or vehicle.

(c) Every application for registration of veterinary premises shall set forth in the application the name of the responsible licensee manager who is to act for and on behalf of the licensed premises. Substitution of the responsible licensee manager may be accomplished by application to the board if the following conditions are met:

(1) The person substituted qualifies by presenting satisfactory evidence that he or she possesses a valid, unexpired, and unrevoked license as provided by this chapter and that the license is not currently under suspension.

(2) No circumvention of the law is contemplated by the substitution.

### **Section 4853.1.**

(a) Each application to register a premise pursuant to Section 4853 shall be made on a form provided by the board. An application for renewal of that registration shall be made annually.

(b) The application shall contain a statement to the effect that the applicant has not been convicted of a felony, has not been the subject of professional disciplinary action taken by any public agency in California or any other state or territory, and has not violated any of the provisions of this chapter. If the applicant is unable to make that statement, the application shall contain a statement of the conviction, professional discipline, or violation.

(c) The board may, as part of the renewal process, make necessary inquiries of the applicant and conduct an investigation in order to determine if cause for disciplinary action exists.

### **Section 4853.5.**

When it has been adjudicated in an administrative hearing that the licensee manager has failed to keep the premises and all equipment therein in a clean and sanitary condition as provided for in subdivision (h) of Section 4883, or is in violation of any of the provisions of Section 4854, the board may withhold, suspend, or revoke the registration of veterinary premises, or assess a fine of not less than fifty dollars (\$50) nor more than five hundred dollars (\$500) per day until such violation has been rectified, or by both such suspension and fine. The total amount of any fine assessed pursuant to this section shall not exceed five thousand dollars (\$5,000).

### **Section 4853.6.**

The board shall withhold, suspend or revoke registration of veterinary premises:

(a) When the licensee manager set forth in the application in accordance with Section 4853 ceases to become responsible for management of the registered premises and no substitution of the responsible licensee manager has been made by application as provided for in Section 4853.

(b) When the licensee manager has, under proceedings conducted in accordance with Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code, the license to practice veterinary medicine, surgery, and dentistry revoked or suspended.

## ◆ HOSPITAL INSPECTION PROGRAM

The purpose of the VMB's inspection program is to educate all licensees about the minimum standards and to assure consumers that minimum standards are maintained in veterinary facilities throughout California. **ALL PREMISES ARE SUBJECT TO RANDOM INSPECTION BY THE BOARD.** The following are laws relevant to the inspection of premises

### Section 4856

(a) All records required by law to be kept by a veterinarian subject to this chapter, including, but not limited to, records pertaining to diagnosis and treatment of animals and records pertaining to drugs or devices for use on animals, shall be open to inspection by the board, or its authorized representatives, during an inspection as part of a regular inspection program by the board, or during an investigation initiated in response to a complaint that a licensee has violated any law or regulation that constitutes grounds for disciplinary action by the board. A copy of all those records shall be provided to the board immediately upon request.

(b) Equipment and drugs on the premises, or any other place, where veterinary medicine, veterinary dentistry, veterinary surgery, or the various branches thereof is being practiced, or otherwise in the possession of a veterinarian for purposes of that practice, shall be open to inspection by the board, or its authorized representatives, during an inspection as part of a regular inspection program by the board, or during an investigation initiated in response to a complaint that a licensee has violated any law or regulation that constitutes grounds for disciplinary action by the board.

### Section 4809.5

The board may at any time inspect the premises in which veterinary medicine, veterinary dentistry, or veterinary surgery is being practiced.

### Section 4809.7

The board shall establish a regular inspection program which will provide for random, unannounced inspections.

The following is a checklist that is used by the VMB hospital inspectors during a hospital inspection. The appropriate statutory or regulatory authority is referenced next to each item. (The 4000 series is Business and Professions Code, the 2000 series is the California Code of Regulations.)

#### PROFESSIONAL LICENSE DISPLAYED

- ☐ DVM & RVT 4850
- ☐ Premises license displayed 4850
- ☐ Correct address of licensee 4852

#### SANITARY CONDITIONS

- ☐ Waste Disposal 2030(f)(3)
- ☐ Disposal of animals 2030(f)(7)
- ☐ Sterilization of equipment 2030(f)(8)
- ☐ Anesthetic equipment 2030(f)(10)/2032.4(b)(4)&(5)
- ☐ Surgical packs 2030(g)(5)
- ☐ Sterilization Indicators 2030(g)(6)
- ☐ Sanitary mask, cap, gown, & surgical gloves 2030(g)(7)(A)&(B)

#### PRACTICE MANAGEMENT

- ☐ Notice of no staff on premises 2030(d)(3)
- ☐ After hours referral 2030(e)
- ☐ Veterinary reference library 2030(f)(9)
- ☐ Record keeping 2032.3
- ☐ Expired drugs 2032/B&P 4342
- ☐ Drug log B&P 4081

#### STANDARDS FOR BUILDING AND GROUNDS

- ☐ Lighting (work & surgery) 2030(a)
- ☐ Reception room/office 2030(b)
- ☐ Examination room 2030(c)
- ☐ Compartments 2030(d)(1)
- ☐ Contagious facilities 2030(d)(2)
- ☐ Fire precautions 2030 (f)(1)
- ☐ Temperature and ventilation 2030 (f)(2)
- ☐ X-Ray (lead and gloves shield) 2030(f)(4)
- ☐ Laboratory services 2030 (f)(5)
- ☐ Separate surgery room 2030(g)(1)
- ☐ Surgery lighting/Emergency 2030 (g)(2)
- ☐ Floors, tables and counters 2030 (g)(3)
- ☐ Exercise runs 2030.1 (a)
- ☐ Freezer 2030.1(b)
- ☐ Oxygen equipment 2030(f)(11)
- ☐ Emergency Drugs and Equipment 2030 (f)(12)
- ☐ Endotracheal tubes 2032.4(b)(5)
- ☐ Resuscitation bags 2032.4(b)(5)

#### MOBILE

- ☐ Hot & cold water 2030.2(a)(1)
- ☐ 110-volt power 2030.2(a)(2)